

CTE Program Competencies

Cosmetology 2: Salon Management

(CIP: 12.0412)

Occupational Skills				
The Student demonstrates the specified level of competency in occupational skills:				
0	1	2	3	4
No Exposure	Introduced	Practiced	Entry-level	Competency

0 1 2 3 4

A. Bacteriology and Sanitization

(Vermont Standards: 1.18, 1.22, 3.4, 3.5, 3.7, 3.10, 2.13, 7.11, 7.13, 7.18)

B. Worksite Safety Procedures

(Vermont Standards: 3.3, 3.4, 3.5, 3.6, 3.7, 2.13, 7.13, 7.18)

C. Personal and Professional Development Plan

(Vermont Standards: 1.13, 1.14, 1.15, 1.16, 1.20, 2.13, 2.14, 3.1, 3.2, 3.3, 3.7, 3.8, 3.10, 3.14, 3.15, 3.16)

D. Shampoo Procedures

Vermont Standards: 1.10, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 7.11)

E. Hair and Scalp Treatments

(Vermont Standards: 1.10, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 7.11, 7.14)

F. Analysis and Treatment of Trichology

(Vermont Standards 1.6, 1.13, 1.14, 1.15, 1.16, 1.18, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.11, 2.13, 3.7, 7.11)

G. Superfluous Hair Treatments

(Vermont Standards: 1.6, 1.13, 1.14, 1.15, 1.16, 1.18, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.13, 3.7, 7.11)

H. Hairstyling Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.7, 7.9, 7.11, 7.13)

I. Hair Shaping Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.20, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 5.28, 5.29, 7.7, 7.9, 7.18,

J. Permanent Waving

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

K. Hair Coloring Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.11, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

L. Hair Lightening Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

M. Chemical Hair Relaxing Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.10, 2.12, 2.13, 3.7, 5.28, 5.29, 7.11, 7.12, 7.13)

N. Skin Care Techniques

(Vermont Standards: 1.10, 1.16, 1.22, 2.2, 2.3, 2.11, 2.13, 3.7, 3.14, 5.28, 7.11)

O. Manicuring and Pedicuring Techniques

(Vermont Standards: 1.10, 1.13, 1.14, 1.15, 1.16, 1.22, 2.2, 2.3, 2.4, 2.10, 2.13, 3.7, 5.28, 5.29, 7.11, 7.13, 7.19)

P. Apply Principles of Salon Business Management

(Vermont Standards: 1.6, 1.11, 1.13, 1.14, 1.15, 1.18, 1.19, 1.21, 1.22, 2.1, 2.2, 2.3, 2.4, 2.6, 2.11, 2.13, 3.1, 3.7, 3.8, 7.6)

CTE Program Competencies

Cosmetology 2: Salon Management

CIP: 12.0412

Occupational Skills

The Student demonstrates the specified level of competency in occupational skills:

0	1	2	3	4
No Exposure	Introduced	Practiced	Entry-level	Competency

These competencies are the same for both on-campus programs and student apprenticeships

0 1 2 3 4

A. Bacteriology and Sanitization

- A.001 Evaluate the workplace environment for conditions promoting potential bacteria and other agents and take steps to improve the conditions.
- A.002 Assess and maintain methods of sanitation and sterilization in the workplace.
- A.003 Assess and maintain or improve sanitation and sterilization of hands, tools, and work area.

B. Worksite Safety Procedures

- B.001 Demonstrate workplace safety procedures related to materials tools and equipment
- B.002 Identify and report unsafe working conditions to supervisors; recommending potential solutions to the problem.
- B.003 Demonstrate knowledge of basic first aid procedures.
- B.004 Apply the information regarding hazardous material handling, storage and disposal in the workplace.

C. Apply a Personal and Professional Development Plan

- C.001 Demonstrate understanding of proper personal professional presentation skills including: posture, demeanor and dress.
- C.002 Demonstrate proper personal and professional hygiene each day.
- C.003 Demonstrate ethical behavior in relationships with supervisors, co-workers, and clients.
- C.004 Demonstrate an understanding of proper business etiquette including: effective listening skills and speaking skills; team and client interpersonal skills and workplace timeliness and attendance skills.
- C.005 Demonstrate understanding of team building in the achievement of organizational/workplace goals.
- C.006 Demonstrate awareness and effort of personal motivation and self management.
- C.007 Demonstrate the worker traits of highly effective employees needed for job attainment and retention.
- C.008 Participate in and describe the importance of community service efforts.
- C.009 Develop a career plan that demonstrates an understanding of goals setting and attainment and realistically matches skills and interests with objectives.

0 1 2 3 4**D. Shampoo Procedures**

- D.001 Apply chemistry of shampoo knowledge when selecting methods and treatments on clients.
- D.002 Modify methods and procedures for draping clients when preparing for a shampoo or non-chemical service.
- D.003 Modify the technique and procedure for brushing a client's hair before a shampoo treatment.

E. Hair and Scalp Treatments

- E.001 Analyze the use and benefits of conditioners, rinses, and re-conditioners on clients.
- E.002 Demonstrate the techniques and procedures for giving scalp treatment and massage on clients.

F. Analysis and Treatment of Trichology

- F.001 Relate the knowledge of physical properties of hair including: a) function, b) texture, c) porosity, d) elasticity, e) tensile strength, f) surface tension, g) color and natural moisture, and h) absorption when making decisions about the methods and techniques used on clients.
- F.002 Differentiate common hair and scalp disorders and diseases on clients.
- F.003 Relate knowledge of biology and chemistry of hair when selecting various scalp and hair conditions for a variety of clients.

G. Superfluous Hair Treatments

- G.001 Compare the effectiveness of different methods of hair removal on clients.
- G.002 Differentiate the need for depilation by use of the wax technique or tweezing method on clients.

H. Hairstyling Techniques

- H.001 Select hairstyles to compliment various facial shapes by preparing a booklet of sample styles.
- H.002 Reproduce the technique for making a C-shaping on clients and respond to the instructor's feedback to make adjustments.
- H.003 Reproduce the techniques and procedures for making horizontal, vertical, and diagonal finger waves on clients and respond to the instructor's feedback to make adjustments.
- H.004 Practice the components of a pin curl on clients.
- H.005 Differentiate the degree of volume bases will achieve on clients.
- H.006 Select correct roller types and sizes for use on clients.
- H.007 Reproduce forward, reverse, and horizontal shaping procedures on clients and respond to the instructor's feedback to make adjustments.
- H.008 Reproduce back-combing and back-brushing procedures and respond to feedback to make adjustments on clients.
- H.009 Reproduce braiding and respond to feedback to make adjustments on clients or manikins.
- H.010 Reproduce round curling with a marcel iron and respond to instructor feedback to make adjustments on clients.
- H.011 Reproduce croquinole curling and respond to instructor feedback to make adjustments on clients.
- H.012 Reproduce spiral curling and respond to instructor feedback to make adjustments on clients.
- H.013 Reproduce blow dry styling and respond to instructor feedback to modify results on clients.

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I. Hair Shaping Techniques

- I.001 Quickly and accurately section clients' hair into four sections.
- I.002 Quickly and accurately manipulate scissors and clippers when working with clients.
- I.003 Confidently and steadily manipulate a razor to shape clients' hair.
- I.004 Quickly and consistently section a client's hair into sub-sections.
- I.005 Reproduce blunt cutting on client and respond to the instructor's feedback to make adjustments.
- I.006 Reproduce hair thinning techniques on clients and respond to the instructor's feedback to make adjustments.
- I.007 Reproduce guideline cuts with scissors when working on clients and respond to the instructor's feedback to make adjustments.
- I.008 Combine all of the sequential steps for cutting techniques to create a combination hair style.
- I.009 Interpret graphic and spoken information during a client consultation to reproduce a desired style.

J. Permanent Waving

- J.001 Based on a client consultation, determine the pre-cut techniques to match final permanent style and design.
- J.002 Analyze a client's hair texture, structure and condition to determine the type of permanent, rod size and wrapping required.
- J.003 Determine type of wrap based on hair length and desired results and style.
- J.004 Determine the type of paper wrap based on the client consultation.
- J.005 Select waving lotion using proper safety measures on a client.
- J.007 Check test curls on a client and determine next steps based on manufacturer's directions
- J.008 Determine when and how to Apply neutralizer using the direct method on a client.

K. Hair Coloring Techniques

- K.001 Determine the color selection to enhance the hair style based on client consultation.
- K.002 Examine clients' scalp and hair prior to coloring procedure.
- K.003 Identify allergic reactions a client might have following a patch test.
- K.004 Determine color formula adjustments necessary following a strand test in consultation with the teacher.
- K.005 Independently reproduce a shampoo color rinse on a client.
- K.006 Independently reproduce a semi-permanent tint on a client.
- K.007 Independently reproduce a one-step virgin tint on a client.
- K.008 Independently reproduce a one-step tint retouch on a client.

L. Hair Lightening Techniques

- L.001 Consult with clients to determine procedures based on desired results.
- L.002 Determine the degree of lightening required based on client consultation and strand test results.
- L.003 Based on the client consultation, determine whether to use the cap or foil technique.
- L.004 Independently reproduce hair lightening services to achieve desired results.

M. Demonstrate Chemical Hair Relaxing Techniques

- M.001 Based on a client consultation, determine the type of chemical product to be used.
- M.002 Decide whether or not to use a strand test on a client.
- M.003 Independently reproduce virgin straightening on clients.
- M.004 Independently reproduce two-inch retouching on clients.
- M.005 Apply product using proper safety procedures on a client.

0 1 2 3 4

N. Skin Care Techniques

- N.001 Based on client consultations and skin examinations, determine the type of services and products to be used in client services.
- N.002 Determine if a client should consult further with a medical doctor about certain skin conditions.
- N.003 Independently reproduce basic facial with manipulation on a client.
- N.004 Based on a client consultation, determine the makeup style and color palette to independently apply makeup on the client to achieve desired results.

O. Manicure and Pedicure Techniques

- O.001 Determine the clients' bone structure and make recommendations for nail shape.
- O.002 Explain to the client why you chose a nail shape and reproduce the shape.
- O.003 Refer clients for medical care, based on understanding of diseases.
- O.004 Independently reproduce basic manicure.
- O.005 Independently reproduce the proper procedure for a water manicure with hand and arm massage on a client.
- O.006 Independently reproduce the proper procedure for a nail extension and wrap on a client.
- O.007 Independently reproduce pedicures.

P. Principles of Salon Business Management

- P.001 Positively interact with salon customers in a manner that ensure satisfaction and client loyalty.
- P.002 Determine proper client scheduling based on requested services and available salon staff.
- P.003 Independently manage cash handling procedures including establishing an opening bank and final cashing out.
- P.004 Suggest purchase needs based on inventory information.
- P.005 Plan and implement a marketing technique that includes retail merchandizing displays.
- P.006 Evaluate daily sales reports and compare performance to the budget projections.
- P.007 Based on a selected business profile, develop an annual budget that supports the business goals.

R. Demonstrate Proficiency of Study and Work Habits

- R.001 Apply math and finance skills in the workplace.
- R.002 Apply language arts and communication skills in the workplace.
- R.003 Apply scientific thinking and principles of human biology and cosmetic chemistry in the workplace.
- R.004 Organize and manage assignments and project work, meeting submission requirements
- R.005 Correct and re-submit assignments and project work until they meet 100% of submission requirements.